By submitting a request you agree to abide by the terms and conditions below:

1. You must be a student of Bishop Grosseteste University and be based in the UK.
2. You must be enrolled on one of the following programmes: Professional Practice in Special Educational Needs and Disability (via distance learning); EdD; PhD; part-time MA.
3. Requests must be submitted using the form located on our LibGuides site at libguides.bishopg.ac.uk/borrowing/requestingresources.
4. Any number of requests may be submitted up to your maximum loan limit.
5. If we need to contact you about a postal loan we will do so via your BGU e-mail address.
6. Only standard loan copies of printed books may be borrowed using this service. Please check WorldCat (bishopg.on.worldcat.org/discovery) prior to submitting a request to ensure that a standard loan copy of the book you require is available to borrow.
7. When submitting a request you will be required to provide the author, shelfmark, title and year/edition of each item. These can be found on the item’s WorldCat record.
8. If a requested item is borrowed by someone else between the time you submit your request and the time we process your request we will place a hold on the title on your behalf and inform you that this has been necessary.
9. Once we receive a request it will normally be processed within 2 days, unless the item is on loan and has to be held, in which case the turnaround time will be the item’s due date + 2 days, provided the item is returned on time.
10. Items are sent out free of charge by 2nd class post.
11. Items may be returned to the Library in person or by someone else on your behalf, or you can post them to the Library (return address labels are sent out with the items for this purpose). If you choose to return items by post you must pay any associated charges yourself. Items must be returned by the due date, in the same condition in which they were loaned, and you are expected to pack and wrap the books adequately to ensure that they are not damaged in transit. Please ensure you get proof of postage: if items go missing in the post and you cannot provide evidence of proof of postage you will be invoiced for lost items.
12. Items can be renewed online or over the phone or by emailing library@bishopg.ac.uk. If an item cannot be renewed because it has been reserved by someone else it must be returned to the Library as soon as possible.
13. Fines are charged for postal loans which are returned late, unless they were posted and you are able to provide evidence that they were sent in good time to arrive by the due date (3 days before the due date for 2nd class post, one day for 1st class post).
14. If you have a question or query about this service please ask at the Service Desk, email us at library@bishopg.ac.uk or call 01522 583790.